



## **Fire Safety Procedure**

We believe that the safety of all children, staff and visitors is paramount. In relation to fire safety we ensure that this happens by:

- Person responsible for fire safety: Stacey Harbertson
- Having regular fire drills so that staff and children are familiar with the sound of the alarm and evacuation procedures
- Pointing out our evacuation procedures to any visitors to the building
- Having firefighting equipment and fire exits checked regularly.

Procedures to be followed if a fire is discovered:

- Please sound the fire alarm, alarms are located by the main entrance, the fire door in the office and the two fire doors in the main room
- On hearing the alarm please lead the children you are with to the fire assembly point in Rucstall playground.

Safe routes are the following:

- If you are outside, unlock the nearest safe gate and take the children to Rucstall playground
- If you are inside, in the main room, exit with the children through the nearest safe fire exit and then through the gate to the assembly point
- If you are in the office, leave by the fire exit
- If it is safe to do so, help staff with getting children through the gate to Rucstall playground
- If you are in the entrance foyer, leave by main entrance

The After School Manager or person responsible for room supervision will check the building to make sure everyone is out of the building and close any doors.

The After School Manager or person responsible for room supervision will leave the building with the register and children's contact numbers.

The After School Manager or Deputy will call the register checking all staff and children are present.

The After School Manager or Deputy will phone the emergency services.

Parents will be phoned to tell them what has happened and that their children are safe.



Quackers After School Club

Fire Safety Procedure

Issue C

Please also refer to our Evacuation Policy.

Signed on behalf of Quackers After School Club: \_\_\_\_\_

Position: \_\_\_\_\_